

Instructions for Filing a  
**AGRICULTURAL SITE DEVELOPMENT PLAN APPLICATION**  
(LUO Section 8.30)

With your completed application form, please submit:

1. Drawings/Plans

Twenty (20) copies of the required maps prepared in accordance with the preliminary map requirements of Section 2-201(c) of the Subdivision Rules and Regulations.

2. Fee: \$600.00. Checks are to be made payable to the City and County of Honolulu. Fees are non-refundable.

3. Additional Notes:

- a. **RECORDED FEE OWNER** is the person(s) or corporate entity that owns the land in fee simple.

**APPLICANT** is the person(s) or entity proposing the action. It may be the recorded fee owner or lessee.

**AUTHORIZED AGENT** is the person who is processing the permit(s), and whom the Department will contact for additional information. He/she may be the recorded fee owner, applicant, project architect, engineer, surveyor or contractor. For government agencies, the authorized agent is the contact person for the project.

Note: All recorded fee owners must either 1) sign the application under "Recorded Fee Owner" or 2) attach a separate letter to the application signed by all recorded fee owners authorizing both the action proposed and their agent's authority to act on their behalf.

- b. To avoid errors or delays, supply all required information. Fill in all blanks clearly, concisely, and completely and sign the application.
- c. For complete requirements, please refer to LUO Section 8.30, and Section 2-201(c) of the Subdivision Rules and Regulations.
- d. For information on how to complete your application, please call the Subdivision Branch at 768-8100.